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FM 26-5

DEPARTMENT OF THE ARMY FIELD MANUAL

INTERIOR GUARD DUTY

DEPARTMENT OF THE ARMY • MARCH 1952

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FM 26-5

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INTERIOR
GUARD DUTY



DEPARTMENT OF THE ARMY

MARCH 1952

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CHAPTER 1

GENERAL

1. PURPOSE OF INTERIOR GUARD

An interior guard is detailed at all military posts to preserve order, protect property, and enforce military regulations.

2. DEFINITIONS

a. Challenge. The words, **HALT! WHO IS THERE**, used to cause an unidentified party or person to halt and be identified. If a secret challenge is used, it follows the original challenge and consists of a word or distinctive sound.

b. Password. A word, or distinctive sound, used to answer a challenge; it identifies the person or party desiring to enter or pass. The password is always secret.

c. Countersign. As used in Article 101, Uniform Code of Military Justice, the secret challenge and the password.

d. Commanding Officer. The commanding officer of an installation, garrison, or bivouac.

e. Officer of the Day. The officer who is responsible for the execution of all orders of the commanding officer relating to interior guard duty and performs such other duties as may be assigned.

f. Commander of the Guard. The senior officer or noncommissioned officer who is responsible for the

instruction, discipline, and performance of duty of the guard. He is the member of the guard next junior to the officer of the day.

g. Company. Whenever used, includes battery, or any other similarly organized unit.

h. Guardhouse. Building occupied by men detailed for interior guard. A guardhouse may also be used as a place of confinement. Whenever used, includes guard tent or any other designated location for the headquarters of the guard.

i. Sentinel's Post. An area for which the sentinel is responsible. Within his post, a sentinel performs duties required by general and special orders.

j. Confinement Officer. A prison officer, assigned to a guardhouse or stockade, charged with the security, administration, treatment, and custody of all prisoners confined in the local guardhouse, stockade, or hospital prison ward.

3. HOW PROVIDED

Interior guards are usually detailed from the troops available to the commander of the installation.

4. CLASSIFICATION

The elements of an interior guard are classified according to their purposes as—

a. Main guard.

b. Special guards (park, train, boat, and other guards detailed for specific purposes).

5. COMPOSITION

The commanding officer prescribes the composition of the interior guard.

6. GENERAL SYSTEM

In general, an interior guard consists of a system of patrols and fixed posts. Regiments and separate commands are responsible for the interior guard of their own areas.

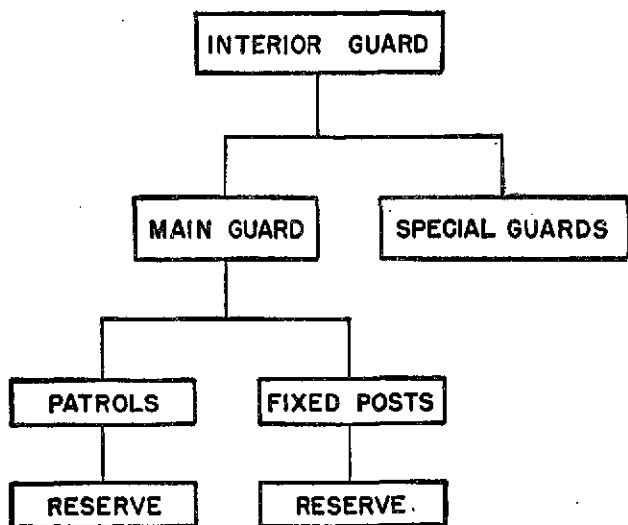


Figure 1. General breakdown of interior guard.

CHAPTER 2

MAIN GUARD

Section I. GENERAL

7. COMPOSITION

The main guard consists of patrols, fixed posts, and a reserve. Either patrols or fixed posts, or a combination of the two, may be used. In any case the main guard maintains a reserve.

8. STRENGTH

The main guard consists of one officer of the day; one or more officers of the guard, if necessary; one or more sergeants of the guard; one corporal of the guard for each relief; and the necessary number of men. The number of sentinels needed for routine daytime duty ordinarily is much smaller than the number needed at night or on Sundays and holidays. When necessary to efficiently supervise and control the men on a relief, a junior officer of the guard and an assistant sergeant of the guard may be detailed, to assist the officer of the guard and the sergeant of the guard.

9. ARMS AND EQUIPMENT

a. Guards are armed and equipped according to their particular duty. The rifle, carbine, pistol, shotgun, policemen's club, or other weapons are used.

b. Guards cover their posts as prescribed by the commanding officer—on foot, mounted on bicycles or motorcycles, or in motor transportation. Patrol elements use motor transportation as much as possible.

Section II. DUTIES OF PERSONNEL

10. COMMANDING OFFICER

a. The commanding officer details a guard sufficient to provide for the safety and security of personnel, public property, and buildings within his jurisdiction. He exacts a vigilant and thorough performance of guard duty; he gives his orders, or has them given, to the officer of the day. He prescribes regulations and special orders for the guard.

b. The commanding officer, or his representative, receives the reports of the officers of the day daily at a time and place designated by him. He examines the guard report, then relieves the old officer of the day and gives the new officer of the day his instructions.

c. He exercises personal supervision over the guardhouse and prisoners to insure full compliance with the Articles of the Uniform Code of Military Justice and AR's 600-320 and 600-330. He specifies the duties of the confinement officer and the officer of the day with respect to prisoners.

d. His responsibility for safety regulations is given in appendix III.

11. OFFICER OF THE DAY

a. The officer of the day is responsible for the

proper performance of duty by the main guard and, when so directed, for other guards. He is charged with the execution of all orders of the commanding officer relating to interior guard duty.

b. His tour begins when he receives the instructions of the commanding officer and ends when he has been relieved by the same authority. The usual tour is 24 hours.

c. In the absence of special instructions from the commanding officer, the officer of the day inspects the guard and sentinels at such times during the day and night as he considers necessary. He visits them daily at least once between midnight and daylight.

d. He prescribes inspections to be made by officers and noncommissioned officers of the guard whenever he considers it necessary.

e. In case of alarm, he at once takes steps to protect life and public property and to preserve order, using the guard for this purpose.

f. In the performance of his duties, he takes orders only from the commanding officer, except that during an emergency when there is great danger the senior line officer present may give orders to the officer of the day for the use of the guard.

g. The officer of the day verifies the count of prisoners and inspects the guardhouse and premises as directed by the commanding officer. At least one inspection is made between midnight and daylight.

h. He signs the report of the commander of the guard, adding to it his own remarks. He submits the guard report daily to the commanding officer.

i. The old and new officers of the day report to the commanding officer or his representative as fol-

lows: On presenting themselves, the old officer of the day stands on the right of the new, and both salute. The old officer of the day says, "Sir, I report as old officer of the day," and presents the guard report. As soon as the commanding officer, or his representative relieves him, the old officer of the day salutes and leaves. The new officer of the day again salutes and says, "Sir, I report as new officer of the day." After receiving his instructions he salutes and leaves.

j. The officer of the day keeps the guard informed of his location at all times.

k. His responsibility for safety regulations is given in appendix III.

12. COMMANDER OF THE GUARD

a. The commander of the guard is responsible for the instruction, discipline, and performance of the guard.

b. He obeys the orders of the commanding officer and the officer of the day. He reports to the officer of the day any additional orders to the guard that were not received from the officer of the day. He gives to his successor all instructions and information about his duties. He makes sure that all members of the guard are correctly instructed in their orders and duties and that they understand and properly perform them. He questions his noncommissioned officers and sentinels about the instructions they may have received, including use of the countersign. He makes certain that patrols and sentinels on fixed posts do their duties and that visits of inspection directed by the officer of the day are made. He makes certain that the special orders for each post

and member of the guard are posted in the guard-house and, if practicable, on each post.

c. He inspects the guard as necessary to assure himself that the men, their arms, and their equipment are in proper condition. For inspections by other officers, he prepares the guard in each case as directed by the inspecting officer. He visits each relief daily while it is on post and as often as prescribed by higher authority. At least one of these visits is made between midnight and daylight.

d. When both old and new guards are at the guard-house, the commander of the guard senior in rank is responsible for proper action in case of emergency. When the commander of the guard leaves the guard-house for any reason, he informs the next in command of his destination and probable time of return. Except in emergencies, the commander of the guard may divide the night with the next in command, but retains his responsibility. The one on watch must be constantly on the alert.

e. When an alarm is raised, he forms the reserve as soon as practicable. If the situation is serious, the proper call is sounded and the commander of the guard notifies the commanding officer and the officer of the day at once.

f. He makes certain that calls are sounded at the hours prescribed by the commanding officer.

g. He makes sure that the details for raising and lowering the flag at reveille and retreat, and the details for firing saluting guns are organized in time for carrying out these duties (pars. 86 and 87). He sees that the flags are kept in the best possible condition and that they are never handled except in the per-

formance of duty. When flags are not in a serviceable condition, he reports that fact to the officer of the day.

h. He makes sure that all sentinels are relieved on time.

i. Unless otherwise ordered, he may permit members of the guard, except the reserve, to leave the guardhouse when not on post.

j. He holds at the guardhouse all suspicious looking persons moving about without authority. He reports the circumstances to the officer of the day, who decides what action to take.

k. When any person is apprehended by the members of the guard, the commander of the guard will have the person searched for unauthorized articles and immediately report the facts to the officer of the day.

l. He prepares the guard report and presents it daily to the officer of the day.

m. He prescribes the duties of the junior officer of the guard when such an officer is detailed.

n. His responsibility for safety regulations is given in appendix III.

13. SERGEANT OF THE GUARD

a. The sergeant of the guard is the senior noncommissioned officer of the guard. If there is no officer of the guard, he performs the duties of the commander of the guard.

b. He supervises the other noncommissioned officers, buglers, and privates of the guard, and must be familiar with all of their orders and duties.

c. He is responsible for the property of the guard and makes sure that it is cared for.

d. Each day he prepares duplicate lists of the names of the noncommissioned officers, buglers, and privates of the guard, showing the reliefs and posts or duties of each. He keeps one list and gives the other to the commander of the guard.

e. He makes sure that all reliefs are turned out at the proper time.

f. He checks to see that the corporals of the guard thoroughly understand their duties and that they carry them out promptly and efficiently.

g. He makes such inspections, and sees that other noncommissioned officers of the guard make such inspections as are prescribed.

h. When the sergeant of the guard is temporarily absent from the guardhouse, the corporal of the relief on duty performs his duties.

i. If the corporal whose relief is on post is called away from the guardhouse, the sergeant of the guard temporarily takes his place as an additional duty, or designates another noncommissioned officer to do so (par. 14*f*).

j. The sergeant of the guard is responsible for the proper police of the guardhouse, including the grounds around it.

k. He reports to the officer of the guard, or when there is none, to the officer of the day, anything suspicious or unusual and notifies him of all persons **apprehended** by the guard.

l. He forms the guard whenever a formation is necessary.

m. When an assistant sergeant of the guard is de-

tailed, he assists the sergeant of the guard in the performance of his duties.

n. The responsibility of the sergeant of the guard for safety precautions is given in appendix III.

14. CORPORALS OF THE GUARD

a. The corporals of the guard receive and obey orders only from the commanding officer, officer of the day, officers of the guard, and the sergeant of the guard.

b. Each corporal assigns the members of his relief to posts. Such assignment is not changed except by the commander of the guard or higher authority.

c. Daily, each corporal makes a list of the members of his relief, including himself. This list shows the number of the relief, the post to which each member is assigned, and his name and organization. The list is made in duplicate; the corporal gives one copy to the sergeant of the guard and keeps the other.

d. He instructs his relief about their orders and duties. Each corporal must thoroughly familiarize himself with the special duties of every sentinel of his relief and make sure that each sentinel understands his orders.

e. He immediately reports all violations of regulations and unusual occurrences to the sergeant of the guard.

f. At least one noncommissioned officer is kept constantly on the alert at the guardhouse—usually the corporal whose relief is on post. This noncommissioned officer takes his post near the guardhouse entrance and does not fall in with the guard when it is formed. He keeps his weapon constantly with

him. When necessary for him to leave his post, he immediately notifies the sergeant of the guard, who takes his place or designates another noncommissioned officer to do so. He makes sure that no person enters the guardhouse without authority.

g. He goes at once to any sentinel who calls for the corporal of the guard by telephone or other means.

h. Each corporal calls his own relief and forms it promptly when the guard is turned out. Tents or bunks for the reliefs are located close together so that the corporal can find all members of his relief and turn them out quickly and without confusion.

i. The corporal of the guard wakes the corporal whose relief is next on post in time to form and post the relief at the proper hour. The relief is formed and posted as prescribed in paragraph 61.

j. During the time for challenging, the corporal of the guard challenges all suspicious looking persons he may observe. He advances them in the same manner as do sentinels on post (par. 64*j*).

k. He examines persons halted and detained by a sentinel. If he is doubtful of their authority to be there, he takes them to the sergeant of the guard or the commander of the guard.

l. On a military reservation or post, the corporal of the guard **apprehends** all suspicious looking persons, disturbers of the peace, and persons caught, or suspected of, committing a crime. Persons **apprehended** by the corporal of the guard or by sentinels are taken to the commander of the guard at once.

m. The responsibility of corporals of the guard for safety regulations is given in appendix III.

15. PRIVATES OF THE GUARD

a. Privates of the guard are assigned to reliefs by the commander of the guard and to posts by the corporal of their relief. Privates are not changed from one relief to another without authority.

b. They must memorize, understand, and comply with the general orders for sentinels. They must understand and comply with special orders applying to their particular posts, including the use of the countersign, if in effect.

c. The sentinel at the guardhouse is sentinel Number 1. His orders are—

(1) To challenge all persons in the same manner as other sentinels.

(2) To call the corporal of the guard in case of fire or disorder, or the presence of suspicious or disorderly persons in the vicinity of his post, and report the facts to him (par. 144).

d. The observance of safety regulations by privates of the guard is explained in appendix III.

16. BUGLERS OF THE GUARD

a. Buglers of the guard are detailed as the commanding officer directs.

b. They remain at the guardhouse during their tour unless otherwise directed by the commanding officer.

c. They sound calls as prescribed by the commanding officer.

17. COLOR SENTINELS

When the colors are unfurled and posted outdoors,

sentinels may be furnished. Guards for this purpose are detailed and governed by the same regulations as other members of the main guard.

Section III. PATROL SYSTEM

18. GENERAL

a. The patrol system is used in the main guard wherever practicable. Patrols are most suitable when large areas are guarded. Motor transportation is used whenever possible. If practicable, patrols are quartered together, generally at the guard-house. The functioning of patrols is checked by time clocks or periodic reporting, either in person or by other means, and by frequent inspections. When possible, a system of wire or radio communication is provided between patrols and guard-house.

b. Regulations for the duties, conduct, strength, and posting of the patrol elements of the guard are published by the commanding officer to suit local conditions.

19. PERSONNEL

The commanding officer determines the size of patrols. Certain key men may remain permanently on guard duty while the others may be detailed semi-permanently. Generally, each patrol consists of two sentinels.

20. RELIEFS

Each relief is inspected before going on duty. Patrols move directly to their posts from the guard-

house. One patrol relieves another by meeting at a particular point at prearranged time. The daily tour for each patrol is ordinarily from 6 to 8 hours (par. 61).

21. RESERVE

A reserve large enough to meet any local emergency is maintained at the guardhouse. The commanding officer prescribes the strength and conduct of the reserve.

Section IV. FIXED POST SYSTEM

22. GENERAL

The fixed post system may be used to complement the patrol system. Normally, the fixed post guard is changed daily, and sentinels are relieved at their posts every 2 hours. Usually, posts are covered on foot in this system.

23. PERSONNEL

The duties of all personnel in a fixed post system of interior guard duty are prescribed in chapter 2, section II.

24. RELIEVING OLD GUARD FROM POSTS

a. To post the first relief of a new guard, the corporal of the new guard forms his relief. The corporal of the old guard takes his place in rear of the right file of the relief.

- (1) The men take their places in two ranks according to the numbers of their posts. Even numbers in the front rank; odd numbers in the rear rank.

- (2) The corporal of the relief then commands: **CALL OFF**. The men call off by number, alternating rear and front rank, *one, two, three, four*, and so on.
- (3) The corporal then commands: **INSPECTION, ARMS**. If arms are to be loaded, the commands are given here and safety procedures are carefully observed. He then commands: **PORT, ARMS; ORDER, ARMS (RETURN, PISTOLS)**.
- (4) The corporal then commands: **RIGHT, FACE; FORWARD, MARCH**. The corporal of the new guard marches on the left and near the rear rank in order to observe the march. The corporal of the old guard marches on the right of the leading rank.

b. When the relief arrives 6 paces from a sentinel, the corporal halts the relief and commands, according to the number of the post, **NO. ONE (TWO, etc.)**. The new sentinel approaches the old, halting about 1 pace from him. When the corporal of the guard, in posting his relief, is challenged by a sentinel, the corporal commands: **RELIEF, HALT**. To the sentinel's challenge he answers, "Relief." At the order of the sentinel, he advances alone to be recognized. When the sentinel commands: **ADVANCE RELIEF**, the corporal commands: **FORWARD, MARCH** and proceeds as above.

c. When armed with rifles, both sentinels execute port arms. When armed with the pistol, they execute raise pistol during the time for challenging; at other times they leave pistols in holsters and stand at attention.

d. The corporals advance and face each other a little forward of the new sentinel, the old corporal on his right and the new on his left. They remain at right shoulder arms. Here they make certain that the old sentinel passes on his instructions correctly.

e. When the instructions about the post have been passed on, the new corporal commands: **POST.** Both sentinels then resume right shoulder arms, face toward the new corporal, and step back to allow the relief to pass in front of them.

f. The new corporal then commands: **FORWARD, MARCH.**

(1) The old sentinel takes his place at the rear of the relief as it passes him.

(2) The new sentinel stands fast (at right shoulder arms) until the relief has passed 6 paces beyond him, and then walks his post.

(3) The corporals take their original places as the relief passes them.

g. The corporal of the old guard takes command when the last of the old sentinels is relieved, changing places with the corporal of the new guard.

(1) On the return of the old relief to the guard-house, the corporal of the new guard falls out when the relief halts.

(2) If the old guard has been held at the guard-house, the corporal of the old guard forms his relief on the left of the old guard, salutes, and reports to the commander, "Sir, the relief is present," or "Sir, _____ absent," and takes his place in the guard.

(3) If the old guard was not held at the guard-house, the corporal marches his relief di-

rectly from the guardhouse to the quarters of the old guard and reports their presence to the noncommissioned officer in charge of the quarters. Before dismissing the relief the corporal commands: INSPECTION, ARMS; PORT, ARMS; DISMISSED.

25. POSTING OTHER RELIEFS

a. To post a relief other than that relieving the old guard—

- (1) The corporal commands: FIRST (SECOND, etc.) RELIEF, FALL IN. If arms are stacked, they are taken at the proper command.
- (2) The corporal, standing two paces in front of the center of his relief, then commands: CALL OFF. The men call off as prescribed.
- (3) The corporal then commands: INSPECTION, ARMS (PISTOLS); (if arms are to be loaded, the proper commands are given here and safety procedures are carefully observed) PORT, ARMS; ORDER, ARMS (RETURN, PISTOLS).

b. The corporal then reports to the commander of the guard, "Sir, the relief is present and ready to be posted," or "Sir, _____ absent." When the commander of the guard directs the corporal: POST YOUR RELIEF, the corporal salutes and posts his relief as described in paragraph 24.

c. The corporal of the relief on post does not go with the new relief except when necessary to show the way.

d. If sentinel posts are numerous, reliefs may, by authority of the commanding officer, be posted in detachments. Sergeants as well as corporals may be required to relieve and post them, or sentinels may be directed to individually take their posts.

e. When sentinels are posted individually, it is done by using the direct order, "Private *A*, Private *B*, take your posts," or, if the roll has been called, by the order, "Take your posts." Each sentinel then goes to his post. One sentinel relieves another by meeting at a particular point at a prearranged time. At the expiration of his tour, the sentinel on post remains on his post within sight of the prearranged relieving point. When he is relieved by the new sentinel, he goes directly to the guardhouse and reports to the corporal of the old relief. The last sentinel on duty on a night post proceeds directly to the guardhouse at a designated time.

f. Mounted sentinels are posted and relieved in accordance with the same principles.

26. DISMISSING OLD RELIEF

a. To dismiss the old relief, it is halted and faced to the front at the guardhouse by the corporal of the old relief. The corporal of the new relief then falls out and the corporal of the old dismisses his relief by the proper commands.

b. If arms were loaded before the relief was posted, the corporal observes all safety procedures and makes sure that no cartridges are left in the chambers or magazines before dismissing the relief. The same safety rules apply to sentinels who guard prisoners.

27. FIXED POST RESERVE

A reserve large enough to meet any local emergency is maintained at the guardhouse. The commanding officer prescribes the strength and conduct of the reserve. Normally, the reliefs not on post are the fixed post reserve.

Section V. FORMAL GUARD MOUNTING

28. GENERAL

Uniform, arms, and equipment for formal guard mounts are prescribed by the commanding officer. If no officer of the guard is detailed, an informal guard mount is held.

29. ASSEMBLY OF GUARD

a. Before *Assembly*, first sergeants of companies furnishing guard details have the men going on guard form in their company areas. Noncommissioned officers fall in on the right flank. The first sergeant verifies the detail, inspects it, replaces men who do not present a good appearance, and turns the detail over to its senior member.

b. At the sounding of *Assembly*, each detail is marched to some designated place off the parade ground where it is reported to the sergeant of the guard. The guard details are assembled and formed into a platoon by the sergeant of the guard. The senior noncommissioned officers to be assigned posts, as shown in paragraph 38*b*, are formed as the rear rank. They form from right to left in reverse order of rank. Remaining noncommissioned officers, if any, are formed on the left flank to equalize the

number of men in each rank. After the platoon is formed it is faced to the right.

30. ASSEMBLY OF BAND

The band takes its place on the parade ground at a point where its left flank is 12 paces to the right of where the right flank of the guard will be (fig. 2). The adjutant makes sure that the guard is ready to march onto the parade ground and then signals the band to sound *Adjutant's Call*.

31. MARCHING GUARD TO PARADE GROUND

a. Immediately following *Adjutant's Call* the band plays march music; the adjutant, placed in front of where the center of the guard will be, marches forward with the sergeant major on his left at the first note of the march music. He halts so as to take post 24 paces in front of and facing the center of where the guard will be (fig. 2). The sergeant major continues 24 paces, moves by the left flank, halts 12 paces to the left of the front rank of the band, and faces about (fig. 2).

b. The guard, if armed with the rifle, is brought to right shoulder arms at the first note of *Adjutant's Call*. Then it is marched in column at quick time to the parade ground by the sergeant of the guard. The post of the sergeant of the guard is 3 paces to the left and abreast of the center man of the left column of files. The guard is marched onto the parade ground from the left, in column, in a direction near enough to the final line on which it is to form to permit quick and orderly alinement of the guard. The guard detail is halted when the head of the col-

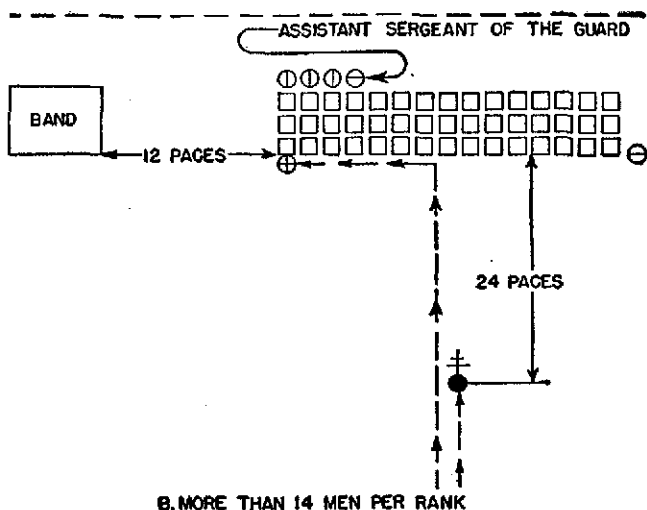
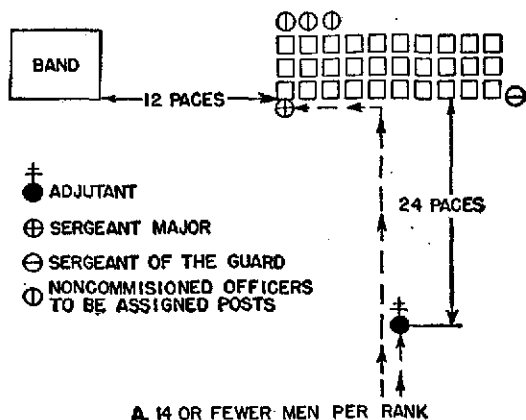


Figure 2. Formation at formal guard mount.

unn is abreast of the sergeant major. At this time, the band ceases to play. The sergeant of the guard, remaining at right shoulder arms, if armed with the rifle, executes right face and commands: ORDER, ARMS, LEFT, FACE.

32. DRESSING THE GUARD

The sergeant of the guard then faces to the right in marching and proceeds to a point 1 pace to the left front of the left file of the front rank, executes about face, and places himself on line with the sergeant major's left arm and the front rank of the band. He then commands: DRESS RIGHT, DRESS. At the command DRESS, the right flank man of the front rank places the middle of his chest against the left arm of the sergeant major, who remains at attention. The fronts of these two men are perpendicular. The guard dresses on the line established by the sergeant of the guard and the sergeant major (fig. 2). The sergeant of the guard does not check the alinement of ranks. The guard alined, the sergeant of the guard commands: READY, FRONT.

33. SERGEANT OF GUARD'S REPORT

The sergeant of the guard then salutes the sergeant major and reports: "The guard is correct," or "_____ privates or corporals absent." The sergeant major returns the salute. After reporting to the sergeant major, the sergeant of the guard marches along the front rank of the guard until 2 paces beyond the sergeant major, then marches by the right flank past the rear rank of the guard. He then marches by the right flank to a point 1 pace beyond

the left flank man of the rear rank, then by the right flank and halts on line with the rear rank. When armed with the rifle, he executes order arms.

34. DIVIDING GUARD INTO TWO PLATOONS

When the guard has been reported and the sergeant of the guard has taken his post, the sergeant major faces to the right, steps 2 paces forward, faces to the left and commands: COUNT, OFF. If there are more than 14 men per rank, he divides the guard into two platoons. To do this he leaves his post, moves to the center of the front rank and designates the dividing line between platoons. From this position he commands: SECOND PLATOON, LEFT STEP, MARCH, PLATOON, HALT. The command HALT is given at the proper time to insure an interval of 5 paces between platoons (fig. 3). The sergeant ma-

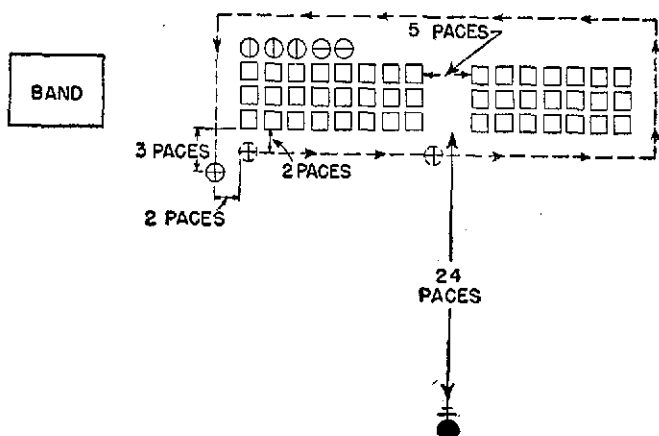


Figure 3. Sergeant major dividing guard into two platoons.

major then passes completely around the guard, marching by the left flank at every necessary turn. He takes his post 3 paces in front and 2 paces to the right of the front rank of the guard, facing to the front. He then executes left face (fig. 3).

35. OPENING RANKS

a. Upon taking his post, the sergeant major commands: **OPEN RANKS, MARCH.** If the guard is not divided into two platoons, he gives this command immediately after the command **COUNT, OFF.**

b. The sergeant major alines the guard, like a platoon leader alining a platoon. When there are two platoons he checks the alinement of both platoons from the right flank of the first platoon. He returns to his post and commands **READY, FRONT.**

36. SERGEANT MAJOR'S REPORT

The sergeant major then moves parallel to the front rank of the guard until opposite the center of the guard. He then marches by the right flank and halts 6 paces in front of the adjutant, salutes and reports, "Sir, the guard is correct," or "Sir, _____ sergeants, corporals, or privates absent," (fig. 4).

37. POSTING SERGEANT MAJOR AND OFFICERS OF GUARD

a. The adjutant returns the salute and directs the sergeant major: **TAKE YOUR POST.**

(1) The sergeant major then faces about and moves by the right oblique directly to a

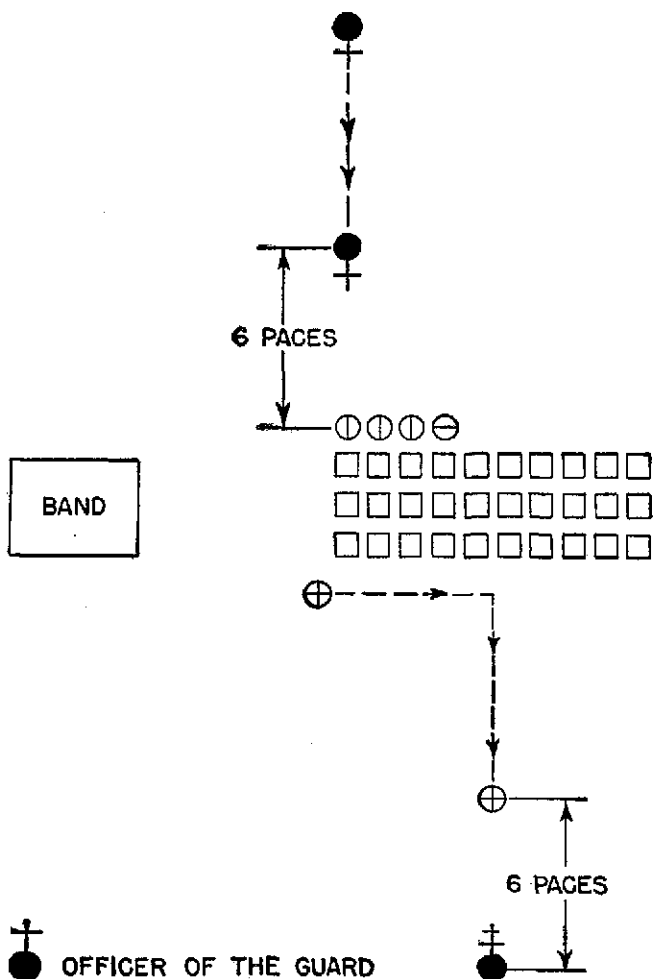


Figure 4. Sergeant major reporting to adjutant.

point 3 paces beyond the left of the front rank, halts on the line of the front rank, and faces to the front (fig. 5).

- (2) When the sergeant major leaves his post to report to the adjutant, the officer of the guard takes post 6 paces behind the right rear rank man of the guard (fig. 4). When there are two platoons, the junior officer of guard takes post at the same time at normal interval on the left of the officer of the guard.

b. After the sergeant major reports to the adjutant, the officer of the guard moves from the rear of the guard around the right flank, and takes post facing to the front, 6 paces in front of the center of the guard (fig. 5). When the guard is divided into two platoons, the officer of the guard, with the junior officer of the guard on his left, moves forward and takes post 12 paces in front of the center of the guard, facing to the front. The junior officer of the guard is on line with, and 3 paces to the left of, the officer of the guard (fig. 5).

38. MARCHING TO THE CENTER

a. The adjutant then commands: **OFFICER (OR OFFICERS) AND NONCOMMISSIONED OFFICERS, CENTER, MARCH.** At the command **CENTER**, the sergeant of the guard commands the noncommissioned officers to face to the right and execute right shoulder arms. At the command **MARCH**, the officer, or officers, advance and halt 3 paces from the adjutant (fig. 6). The noncommissioned officers, moving in column, pass beyond the right flank of the guard,

execute a column left movement, move forward and execute another column left movement. On command of the sergeant of the guard, they halt on a line parallel to the front of the guard and 3 paces in rear of the officer, or officers, of the guard (fig. 6). They face to the front on command of the sergeant of the guard and remain at right shoulder arms.

b. When the officers and noncommissioned officers are halted and in position, the adjutant passes along the front of each rank from the right of the rank and assigns the officers and noncommissioned officers according to rank.

- (1) When the guard is divided into two platoons this is done as follows: commander of the guard and leader of the first platoon, leader of the second platoon, guide of the first platoon, guide of the second platoon, right file rear rank first platoon, right file second rank first platoon, and right file front rank first platoon.
- (2) When the guard is one platoon, the adjutant assigns—commander of the guard, guide, right file rear rank, right file second rank, and right file front rank (fig. 7).

39. RETURN TO POSTS

The adjutant then resumes his position in front of the guard and commands: OFFICER (OR OFFICERS) AND NONCOMMISSIONED OFFICERS, POSTS, MARCH. At the command POSTS, all face about. At the command MARCH they move by the most direct route and take up the posts assigned them by the adjutant (fig. 8).

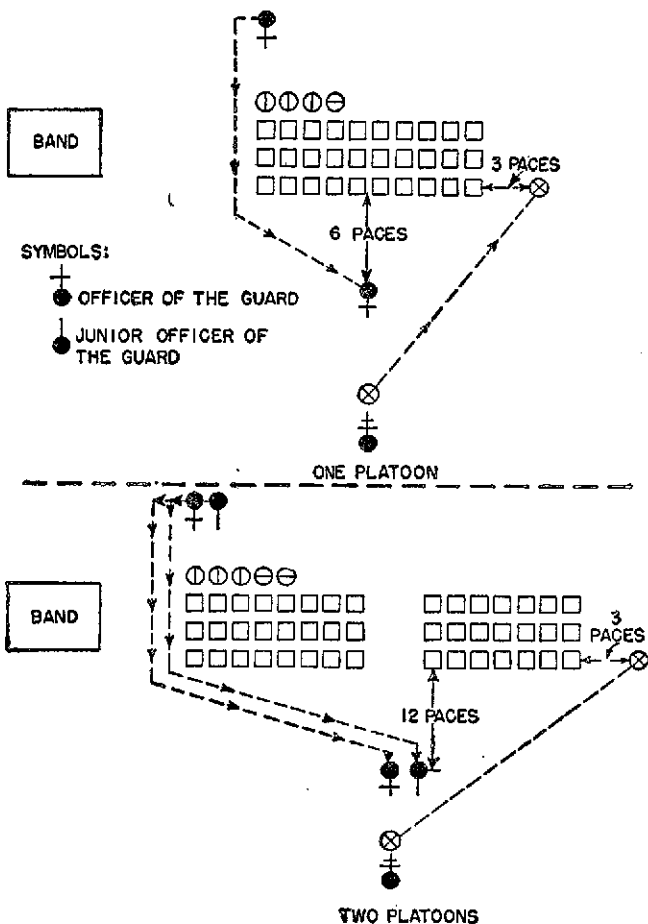


Figure 5. Posts of sergeant major after reporting and officers of the guard,

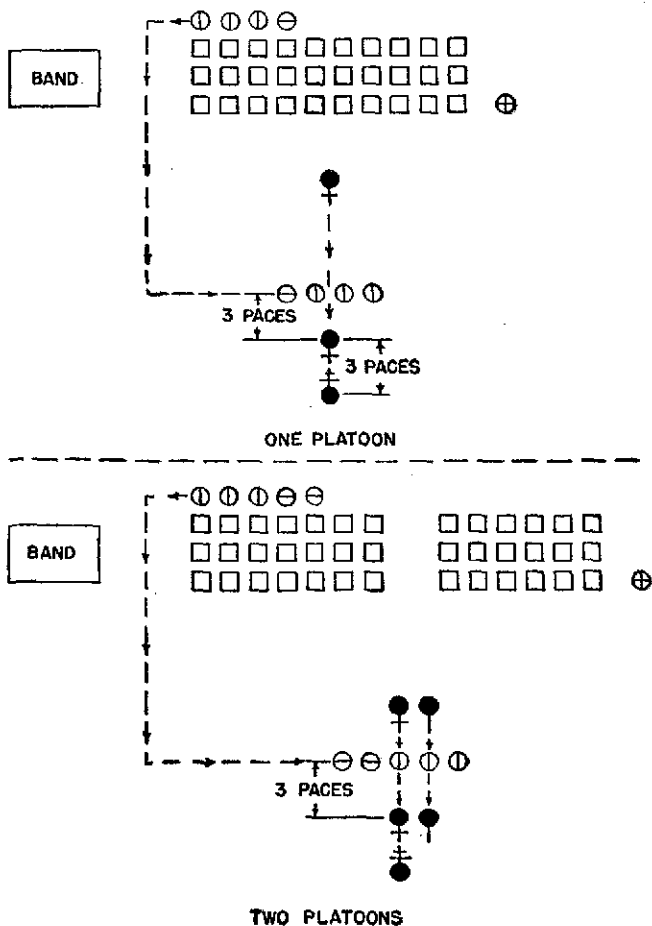


Figure 6. Officers and noncommissioned officers center.

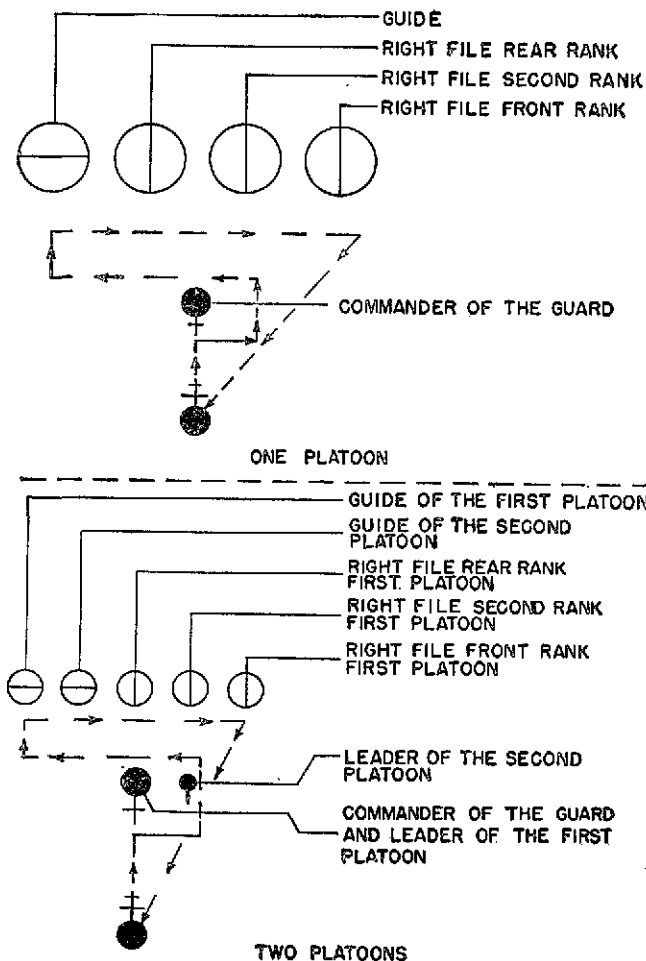


Figure 7. Assignment of officers and noncommissioned officers.

On reaching their posts, noncommissioned officers execute order arms and face about on command of the guide of the first platoon.

40. INSPECTING THE GUARD

a. The adjutant then directs the commander of the guard, **INSPECT YOUR GUARD, SIR.**

(1) The officer of the guard faces about and commands, **PREPARE FOR INSPECTION.** He then inspects the guard.

(2) When there are two platoons, the junior officer of the guard faces about at the same time as the officer of the guard and, on the command **PREPARE FOR INSPECTION**, inspects the second platoon. In this case the officer of the guard inspects only the first platoon.

b. During the inspection the band plays. The adjutant observes the general condition of the guard. Any men who do not present a creditable appearance are made to fall out and return to quarters. The adjutant selects the necessary orderlies and color sentinels. Substitutes for the men fallen out report to the officer of the guard at the guardhouse.

c. The inspection ended, the adjutant places himself 36 paces in front of and facing the center of the guard. The new officer of the day takes post 36 paces in rear of the adjutant, also facing the center of the guard. The old officer of the day takes post 3 paces to the right and 1 pace to the rear of the new officer of the day. The officers of the day stand at attention.

(1) When the guard is one platoon the officer

of the guard takes his post 6 paces in front of the guard.

- (2) When there are two platoons the junior officer of the guard takes his post 6 paces in front of the second platoon while the officer of the guard is taking his post in front of the first platoon.

41. SOUND OFF

a. The adjutant then commands: **PARADE, REST, SOUND OFF**, and executes parade rest.

b. At the command **SOUND OFF**, the band plays the *Sound Off*, then moves forward playing. It passes to the left of the line between the officers of the guard and the adjutant and then back to its post on the right where it halts and plays the *Sound Off* again (fig. 9).

c. While the band is sounding off, the officers of the day stand at attention.

42. CLOSING RANKS

The adjutant then comes to attention and commands: **GUARD, ATTENTION, CLOSE RANKS, MARCH**. The ranks are closed without command from the platoon leaders.

43. ADJUTANT'S REPORT

The adjutant then commands: **PRESENT, ARMS**, faces about toward the new officer of the day, salutes, and reports, "Sir, the guard is formed."

44. MARCHING GUARD IN REVIEW

a. The new officer of the day returns the salute

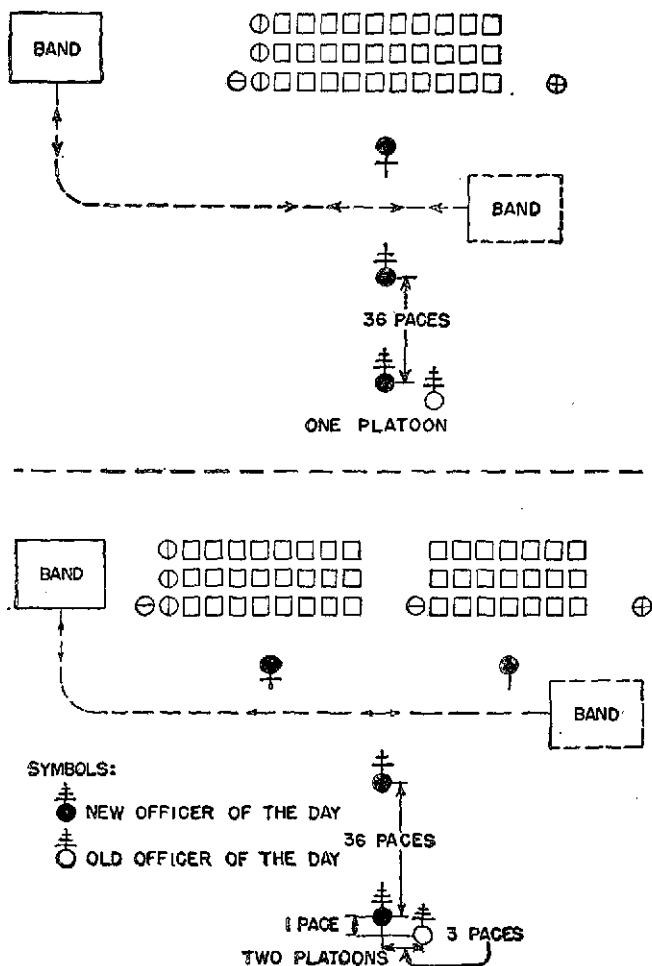


Figure 9. Sound Off.

and directs the adjutant, **MARCH THE GUARD IN REVIEW, SIR.** The adjutant then faces about and commands: **ORDER, ARMS, PASS IN REVIEW, RIGHT, FACE.** At the command **FACE,** the guard executes the movement and the band turns to the right and places itself so that the rear rank of the band is approximately 24 paces in front of the leading platoon. The adjutant places himself 3 paces in front of the officer of the guard who is the leader of the first platoon. The sergeant major places himself 3 paces behind the rear man in the left file when there is one platoon (fig. 10), and 3 paces behind the rear man, left file, of the second platoon when there are two platoons (fig. 11).

b. The adjutant then commands: **RIGHT SHOULDER, ARMS, FORWARD, MARCH.**

c. With the band playing, the band and the guard march at quick time past the officer of the day (fig. 10). The guide of the first platoon holds a 24-pace distance behind the band during the march in review.

d. When the adjutant is 6 paces from the officer of the day, he commands: **EYES, RIGHT.**

(1) When there is one platoon the officer of the guard, the adjutant, and the sergeant major execute the hand salute on the command **RIGHT** and hold it until the sergeant major passes 6 paces beyond the officer of the day. Then the sergeant major gives the command: **READY, FRONT.**

(2) When there are two platoons (fig. 11), the adjutant gives the command **EYES, RIGHT** for the first platoon. The command **READY, FRONT** for the first platoon is given by the

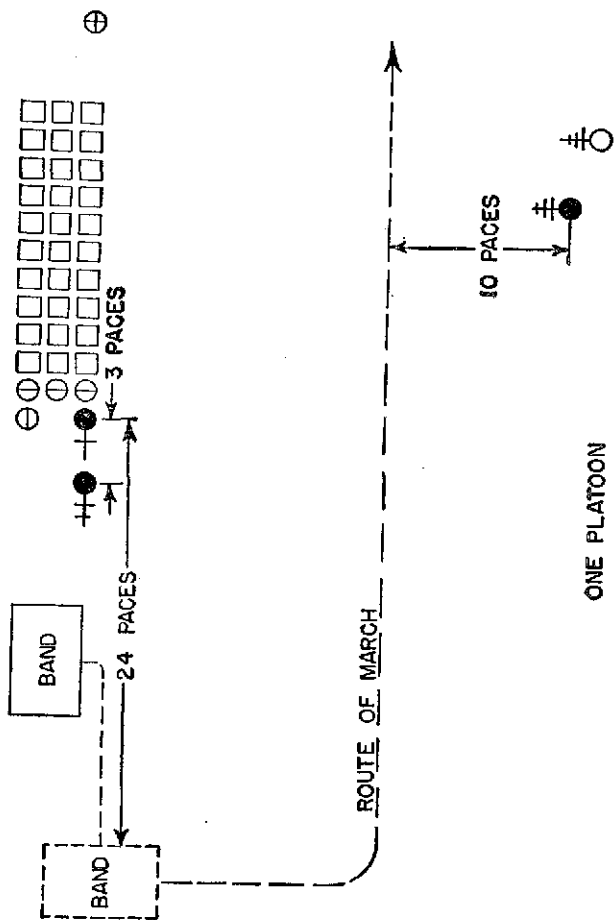
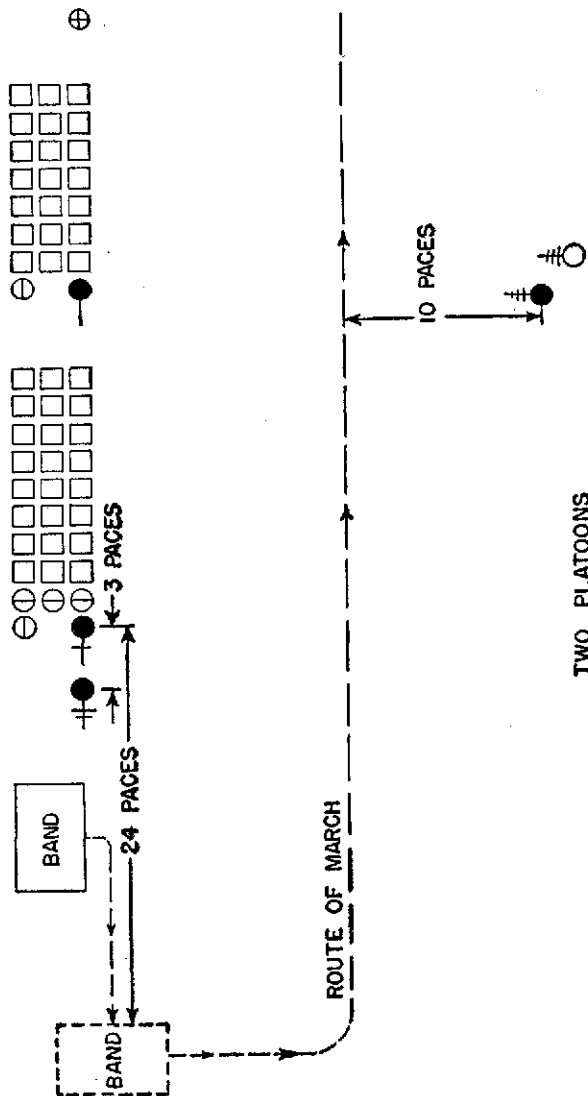


Figure 10. March in review, one platoon.



TWO PLATOONS

Figure 11. March in review, two platoons.

last man in the left file of the first platoon. The junior officer of the guard gives the command **EYES, RIGHT** for the second platoon, and the sergeant major gives the command **READY, FRONT** for the second platoon. The adjutant and the officer of the guard salute with the first platoon, and the junior officer of the guard and the sergeant major salute with the second platoon.

e. While the guard is marching in review the officers of the day stand at attention.

(1) The new officer of the day returns the salutes of the adjutant and the officer of the guard. He salutes only once, as the adjutant and the officer of the guard salute together.

(2) When there are two platoons he does not return the salute of the junior officer of the guard.

f. After the band passes the officer of the day, it turns out of column to the left, places itself in front of and facing the officer of the day at a distance of 18 paces from where the left flank of the guard passes. The band continues to play until the guard leaves the parade ground. The field music continues to march to the front when the band moves out of column. The field music remains in front of the guard, and begins to play when the band ceases playing.

g. When 25 paces beyond the officer of the day, the adjutant steps out of column and halts. The sergeant major also steps out of column and halts abreast of the adjutant and 1 pace to his left. The

adjutant and the sergeant major then face each other, salute, and leave. The commander of the guard marches the guard to the guardhouse without changing his position in the formation.

h. The officers of the day face each other and salute. The old officer of the day gives his orders to the new officer of the day.

i. The new bugler of the guard forms with the field music and marches with them to the guardhouse. When the new guard is divided into reliefs, the new bugler relieves the old bugler, and reports with him to the new officer of the day for inspection and instructions.

Section VI. INFORMAL GUARD MOUNTING

45. GENERAL

Informal guard mounting is held on the parade ground of the organization from which the guard is detailed or, when the guard is detailed from more than one organization, wherever the commanding officer may direct. When a noncommissioned officer commands the guard, he takes post and performs duties as prescribed for an officer.

46. ASSEMBLY OF GUARD

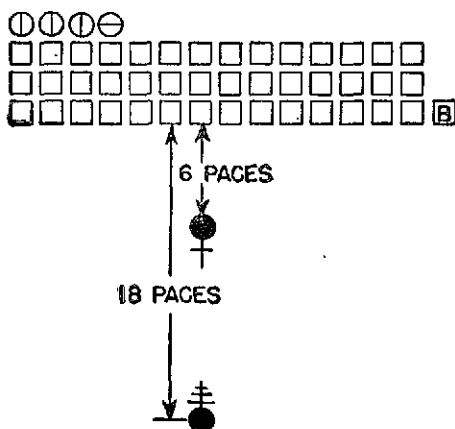
The guard details are formed and inspected as prescribed for formal guard mount, and reported to the officer of the guard, or the sergeant of the guard if there is no officer of the guard, at the point of assembly.

47. FORMATION OF GUARD

a. The officer of the guard, or sergeant of the guard

if there is no officer of the guard, forms the guard as one platoon, irrespective of size, as prescribed for formal guard mount. He takes post 6 paces in front of the center of the guard and faces to the front (fig. 12).

b. The new bugler of the guard forms abreast of the left flank man of the front rank and reports to



SYMBOLS:

- ⊕ CORPORALS OF THE GUARD
- ⊖ SERGEANT OF THE GUARD
- ⊕ COMMANDER OF THE GUARD
- ⊕ OFFICER OF THE DAY

ⓑ BUGLER OF THE GUARD

Figure 12. Formation at informal guard mount.

the new officer of the day with the old bugler after guard mount for instructions.

48. MARCHING TO CENTER AND RETURN TO POSTS

The officer of the day takes his post 18 paces in front of and facing the center of the guard and commands: **OFFICER AND NONCOMMISSIONED OFFICERS, CENTER, MARCH.** The officer and noncommissioned officers then take positions, are assigned, and sent to their posts as prescribed for formal guard mount.

49. INSPECTING THE GUARD

a. The officer of the day directs, **PREPARE FOR INSPECTION.** The commander of the guard faces about and commands: **OPEN RANKS, MARCH.** He then proceeds to the right flank of the guard, verifies the alinement, faces to the right in marching, moves to a position 3 paces in front of, and 1 pace to the right of the guide, halts, faces left and commands: **READY, FRONT.** He then takes 1 pace forward and faces to the front. This places him 3 paces in front of the right guide.

b. The officer of the day then inspects the guard and selects the orderlies and color sentinels. Any men who do not present a good appearance are made to fall out and return to quarters, where they are replaced. Their names are reported by the officer of the day to the adjutant after guard mounting.

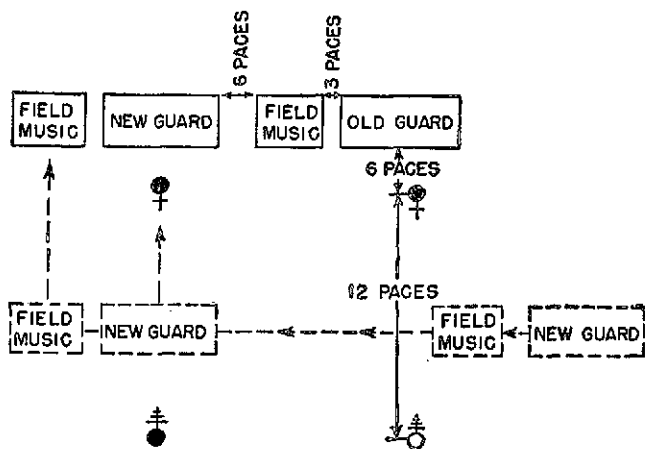
c. When the inspection is completed, the officer of the day resumes his position and directs the commander of the guard to march the guard to the

guardhouse. Ranks are closed and the guard is marched off.

Section VII. RELIEVING THE OLD GUARD

50. ARRIVAL OF NEW GUARD AT GUARDHOUSE

a. As the new guard approaches the guardhouse, the old guard is formed in line with its field music 3 paces to its right and on the same line (fig. 13). When the field music at the head of the new guard arrives opposite the old guard's left flank, the com-



SYMBOLS:

⊕ COMMANDER OF GUARD

⊕ NEW OFFICER OF THE DAY

⊕ OLD OFFICER OF THE DAY

Figure 13. Formation of guards at guardhouse.

mander of the new guard commands: **EYES, RIGHT**, and the commander of the old guard commands: **PRESENT, ARMS**. Commanders of both guards exchange salutes. The new guard marches in quick time in front of the old guard.

b. When the commander of the new guard is opposite the field music of the old guard, he commands: **READY, FRONT**. The commander of the old guard commands: **ORDER, ARMS**, as soon as the new guard has cleared the front of the old guard.

51. FORMATION OF GUARDS

When the rear of the new guard has passed the field music of the old guard, the commander of the new guard commands: **BY THE RIGHT FLANK, MARCH**, and halts the new guard on line with the old guard 6 paces from the right flank of the field music of the old guard (fig. 13). He then commands: **ORDER, ARMS; ABOUT, FACE; DRESS LEFT, DRESS**, and then verifies the alinement of the new guard from its left flank. The field music of the new guard executes all commands except **ORDER, ARMS**.

52. PRESENTING OLD AND NEW GUARDS

a. After the new guard is dressed, the commander of each guard places himself 6 paces in front of and facing the center of his guard and commands: **PRESENT, ARMS**. Each commander of the guard faces about, salutes the other commander of the guard, then faces about and commands: **ORDER, ARMS**.

b. If the guard is commanded by a noncommissioned officer, he takes post and executes the facings

as prescribed for an officer and renders the proper salute.

53. PRESENTING GUARDS TO OFFICERS OF THE DAY

After the commanders of the guards have exchanged salutes, each guard is brought to present arms by its commander, who then faces about and salutes his officer of the day (fig. 13). When there is only one officer of the day present, each guard is presented to him by its commander, the new guard presenting first.

54. DISPOSITIONS OF NEW GUARD

a. After the salutes are acknowledged by the officers of the day, each guard is brought to order arms by its commander. The officers of the day then face each other, salute, and retire.

b. The commander of the new guard next orders members of the guard for detached posts to fall out, places them under the charge of the proper noncommissioned officer, and divides the remaining guard into three reliefs. When the guard consists of troops of different arms, the men are assigned to reliefs in a manner that assures a fair division of duty.

55. RELIEF OF OLD GUARD AT GUARDHOUSE

The sentinels and detachments of the old guard are relieved at once by members of the new guard. The old and new guards stand at ease while these changes are being made. The commander of the old guard gives the commander of the new guard all orders, instructions, and information about the guard and its duties. The commander of the new guard then

takes possession of the guardhouse and verifies the articles charged to the guard.

56. DISMISSING OLD GUARD AT GUARDHOUSE

If much time is required to bring in that part of the old guard still on post, the commanding officer may direct that, as soon as the property and orders are turned over to the new guard, the old guard at the guardhouse be marched off and dismissed. In such cases, the commander of the new guard inspects the remaining detachments of the old guard when they reach the guardhouse. He then directs the senior noncommissioned officer of the old guard present to march these detachments off and dismiss them.

57. SALUTES BY THE GUARD

If persons entitled to a salute approach while the old and new guard are in formation, each commander brings his own guard to attention if not already at attention and commands: GUARD, PRESENT, ARMS. After the salute has been acknowledged, each guard is brought to order arms.

Section VIII. GUARD FORMATIONS

58. GENERAL

The guard is under arms at all formations.

59. WHEN TURNED OUT

- a. The guard is never turned out as a compliment.
- b. When periodic formal inspections are prescribed all members of the guard, except those on post or specifically excused, are present.

60. TO FORM THE GUARD

a. When directed to turn out, the guard is formed and the inspection is conducted as prescribed for a company or platoon.

b. The post of the senior noncommissioned officer, when he is also commander of the guard, is the same as for an officer. When he is not commander of the guard, his post is the right file of the guard. The next in rank is right guide, the next is left guide, and the other noncommissioned officers are in the line of file closers. The guard forms with reliefs in numerical order from front to rear. The reliefs form with sentinels in numerical order from right to left. The buglers are 3 paces to the right of the guard.

c. At night the roll may be called by reliefs and numbers instead of names. For example: "First relief, corporal;" "No. 1;" "No. 2;" and so on; "Second relief, corporal;" "No. 1;" "No. 2;" and so on.

d. When a noncommissioned officer is commander of the guard, he forms the guard as sergeant of the guard and then takes post and carries out the duties of the commander of the guard.

61. POSTING RELIEFS

a. At an appropriate time before sentinels go on post, the corporal assembles them, checks their appearance, fitness for duty, and the condition of their arms, if carried. He issues ammunition and supervises loading of weapons if required, and makes sure that they understand their instructions. When the relief is large, it may be more convenient to form the relief, call the roll, and inspect the sentinels in ranks.

The corporal then reports to the commander of the guard that his relief is ready to be posted. If previously directed, he sends the sentinels to their posts without so reporting. For methods of posting reliefs see par. 25.

b. When the relief is posted with arms loaded, the corporal of the old relief observes all safety procedures and makes sure that no cartridges are left in the chambers or magazines before dismissing the members of the old relief.

c. The corporal writes down the names of the sentries, the number of their posts, the time he directed them to their posts, and the time they report back on being relieved. This record is kept on file by the commander of the guard.

d. Sentinels mounted on bicycles, motorcycles, and in motor vehicles are posted and relieved in accordance with the same principles.

Section IX. ORDERS

62. CLASSES

Orders for sentinels are of two classes—general orders and special orders. General orders apply to all sentinels; special orders apply to particular posts and duties.

63. GENERAL ORDERS

a. All sentinels are required to memorize, understand, and comply with the general orders for sentinels.

b. The general orders for all sentinels are—

- (1) *To take charge of this post and all Government property in view.*

- (2) *To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.*
- (3) *To report all violations of orders I am instructed to enforce.*
- (4) *To repeat all calls from posts more distant from the guardhouse than my own.*
- (5) *To quit my post only when properly relieved.*
- (6) *To receive, obey, and pass on to the sentinel who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.*
- (7) *To talk to no one except in line of duty.*
- (8) *To give the alarm in case of fire or disorder.*
- (9) *To call the corporal of the guard in any case not covered by instructions.*
- (10) *To salute all officers and all colors and standards not cased.*
- (11) *To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.*

64. REGULATIONS RELATING TO GENERAL ORDERS

a. No. 1—To take charge of this post and all Government property in view.

- (1) All persons, regardless of rank, are required to respect members of the guard in the performance of their duties.

- (2) A sentinel reports immediately to the corporal of the guard by telephone or other means every unusual or suspicious occurrence noted.
- (3) He apprehends all suspicious-looking persons and all persons involved in a disorder occurring on or near his post. He turns over to the corporal of the guard all persons apprehended.
- (4) The number, limits, and extent of his post constitute part of the special orders of a sentinel. The limits of his post are so defined as to include every place where he must go in the performance of his duties.

b. No. 2—To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing. The term "military manner" means an erect and soldierly bearing with the weapon carried as prescribed.

c. No. 3—To report all violations of orders I am instructed to enforce. A sentinel reports a violation of orders at the first opportunity. He apprehends the offender if necessary.

d. No. 4—To repeat all calls from posts more distant from the guardhouse than my own. To call the corporal of the guard for any purpose other than fire or disorder (*h.* below), a sentinel calls, "Corporal of the guard, No. _____."

e. No. 5—To quit my post only when properly relieved.

- (1) If relief becomes necessary because of sickness or other reason, a sentinel calls, "Corporal of the guard, No. _____, relief," or

communicates by telephone or other means with the corporal of his relief.

- (2) Sentinels leave their posts for meals as specifically directed by the commanding officer. If a sentinel is not relieved by a new sentinel at the expiration of his tour, he does not abandon his post but communicates with the corporal of his relief by telephone or other means for instructions.
- (3) When so ordered, a sentinel on the last relief of a post leaves at the proper time, returns to the guardhouse, and reports to the corporal of his relief.

f. No. 6—To receive, obey, and pass on to the sentinel who relieves me, all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.

- (1) During his tour of duty, a sentinel is subject to the orders of no one but the commanding officer, officer of the day, and officers and noncommissioned officer of the guard; however, any officer may investigate apparent violations of regulations by members of the guard.
- (2) A sentinel quits his piece only on the order of a person from whom he lawfully receives orders while on post. Even these persons should not order a sentinel to quit his piece, for inspection or any other purpose, unless an emergency exists.

g. No. 7—To talk to no one except in line of duty.

- (1) When persons make proper inquiries of a sentinel, courteous answers should be given.

- (2) When challenging or talking with any person, a dismounted sentinel armed with a rifle or carbine takes the position of port arms. At night a dismounted sentinel armed with a pistol takes the position of raise pistol when challenging or conversing.
- (3) A mounted sentinel does not ordinarily draw his weapon in daytime when challenging or conversing, but at night he takes the position of raise pistol.

h. No. 8—To give the alarm in case of fire or disorder.

- (1) In case of fire, the sentinel immediately calls "Fire, No. _____," and gives an alarm or makes certain that an alarm has already been given. He then helps direct the responding fire apparatus to the fire. If possible, he extinguishes the fire. As soon as practicable, the sentinel notifies the guardhouse of his action by telephone or other means.
- (2) A sentinel immediately reports any disorder to the guardhouse by telephone or other means and takes proper police action. If the assistance of the guard is required, he calls, "The guard, No. _____."
- (3) If the danger is great, he discharges his piece three times in rapid succession before calling. In time of war, sentinels give warning of air and other attacks as directed by the commanding officer.

i. No. 10—To salute all officers and all colors and standards not cased.

(1) Sentinels and other members of the guard salute as prescribed in AR 600-25, with the following exceptions:

- (a) No salute is given by a member of the guard who is engaged in a specific duty, the performance of which prevents saluting.
 - (b) A sentinel at raise pistol does not salute after challenging. He stays at raise pistol until the challenged party has passed.
 - (c) In garrison, sentinels armed with the rifle salute by presenting arms. A dismounted sentinel armed with a carbine does not salute after challenging. He stands at port arms until the challenged party has passed.
- (2) During the hours for challenging the salute is given as soon as an officer has been duly recognized and advanced.
- (3) A sentinel talking with an officer does not interrupt the conversation to salute, but if the officer salutes a senior, the sentinel also salutes.

j. No. 11—To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

(1) Challenging one person or group—

- (a) During challenging hours, if a sentinel sees any persons on or near his post, he advances quickly along his post toward such persons, and, when within about 30 paces, challenges sharply, HALT! who

IS THERE? The sentinel ordinarily continues to advance while challenging, but he may halt if circumstances require it. After challenging, he places himself in the best position from which to pass or apprehend the persons. In selecting this position, the sentinel may require the challenged person, or one of a group, to advance toward him, or to remain halted, or to advance to a particular place, or to face toward the light, or to take any position necessary so he can determine whether the person or group should be passed or turned over to the guard.

- (b) If the persons challenged are mounted in a vehicle, the sentinel proceeds as if they were on foot. If necessary, to carry out his duty, he may have one or all of the passengers dismount.
- (c) The sentinel permits only one of a group to approach him for the purpose of being recognized.
- (d) The sentinel must satisfy himself beyond a reasonable doubt that those challenged are what they represent themselves to be and that they have a right to pass. If he is not satisfied, he calls the corporal of the guard by the nearest telephone or by other means.
- (e) When a group approaches, the sentinel, on receiving an answer that indicates that the group is authorized to pass, says, "Advance one to be recognized." When that

one has been recognized, he then says, "Advance (so-and-so)." Thus, if the answer is "Patrol (friends, etc.)," the sentinel says, "Advance one to be recognized," and after recognition he says, "Advance patrol (friends, etc.)."

- (f) If a person approaches alone, he is directed to advance to be recognized and when recognized is advanced as described for a group. Thus, if the answer is "Friend (officer of the day, etc.)," the sentinel calls, "Advance friend (officer of the day, etc.) to be recognized." After recognition, the sentinel says, "Advance friend (officer of the day, etc.)."

(2) Challenging two or more persons or groups—

- (a) If two or more persons or groups approach the sentinel's post from different directions at the same time, they are challenged, in turn, and required to halt and remain halted until advanced.
- (b) The senior is the first to be advanced.
- (c) If a person or group is advanced and already talking with a sentinel, the sentinel challenges any other person or group that may approach but advances no one until the person with whom he is talking leaves. He then advances the senior of the remaining persons.
- (d) A sentinel advances different persons or groups in this priority: Commanding officer, officer of the day, officer of the guard,

officers, patrols, reliefs, noncommissioned officers of the guard in order of rank, and friends.

- (3) A sentinel must never allow himself to be surprised, nor permit two parties to advance upon him at the same time.
- (4) Confusing or misleading answers to a sentinel's challenge are prohibited. Such an answer as "friend," is not understood as misleading. It is the usual answer of inspecting officers or patrols when they do not wish to reveal their official capacity.

65. INSPECTION OF SENTINEL BY OFFICER

When a sentinel is asked by an inspecting officer, "What are your orders?" the proper answer is—"Sir, my orders are of two classes, general and special. My general orders are—*Number 1*, To take charge of this post and all Government property in view. *Number 2*, To walk my post in a military manner . . ." and so on, until either stopped by the questioning officer or until he has recited all his special orders.

66. SPECIAL ORDERS

Special orders for sentinels on guard are in addition to the general orders. These special orders are established by the commanding officer. They may differ for various posts, depending upon the nature of the area being guarded.

a. Special orders for the different guard posts are read, understood and complied with by the sentinels concerned. Any doubt as to their meaning is clari-

fied by the corporal of the guard before posting a sentinel.

b. The commanding officer is responsible for keeping special orders up to date and for immediately publishing any additional orders for the guidance of the guard.

c. Copies of special orders for the guard are posted at all times at such a place in the guardhouse that all members of the guard may refer to them whenever necessary.

d. The special orders for each guard post should contain a word picture, and a diagram if necessary, showing the exact location and boundaries of that post.

e. Special orders supplement the general orders and together they make up the orders which govern a sentinel while posted on guard.

f. Additional special orders received by a sentinel before going on guard or while on post are passed on to the sentinel who relieves him.

Section X. COUNTERSIGNS

67. GENERAL

The countersign is the secret challenge and the password (par. 2). The countersign is used as the commanding officer directs. It is used in combat and, when necessary, in garrison.

68. BY WHOM AUTHORIZED

If a secret challenge and password are prescribed, they are devised by the highest headquarters within

a zone or area. Provision is made for the delegation of this authority to subordinate units, when necessary. This allows such units to immediately designate a secret challenge and password when the necessity arises in their particular zone or area. Higher headquarters is notified of such action without delay.

69. CHANGING COUNTERSIGNS

The challenge, when secret, and the password are changed often enough to maintain secrecy, but not at regular intervals.

70. SELECTION OF COUNTERSIGNS

a. The choice of words or sounds is made with care. Words are selected that are difficult for the enemy to pronounce and which do not indicate the expected answer. Sounds are selected that are distinctive and of such nature that they resemble those normally heard in the locality.

b. The use of countersigns is rigidly controlled and the initiative for their use must rest with the challenger (sentinel). Mutual identification is essential; hence, the person challenged should not give the password if he fails to recognize the challenge.

c. The chief reliance is upon positive recognition by the sentinel of all persons claiming authority to pass. Persons whose sole means of identification is the password are not allowed to pass. If there is reasonable doubt, the challenged person, even if he gives the password, is taken to the guardhouse for further investigation.

71. USE OF COUNTERSIGNS

When a secret challenge and password are prescribed, the secret challenge is given after the person is advanced to be recognized. The secret challenge and password are given in a low tone to prevent their being heard by others. *Example:* a sentinel at a motor park observes a group approaching his post. When the group is still far enough away so that he can take effective measures if the challenged group rushes him, the sentinel calls, **HALT!** **WHO IS THERE?** Upon receiving an answer (such as "Sergeant Black, Dog Company motor sergeant") that indicates the group is friendly and may be authorized to pass, he says, "Advance, Sergeant Black, to be recognized." When that person reaches a point where the secret challenge, spoken in a low tone, can be heard only by the person advancing, the sentinel again says, **HALT!** Then he gives the secret challenge in a low tone (for example, "Rainbow"). Upon receiving the correct password from the person advanced (for example, "Archer"), and otherwise satisfying himself that the person is authorized to pass, he says, "Advance, Sergeant Black." The sentinel then tells the person who has advanced to bring up his men and identify them as they pass.

CHAPTER 3

SPECIAL GUARDS

Section I. GENERAL

72. WHEN DETAILED

Special guards are detailed when it is impracticable to guard property or an area by sentinels from the main guard. Ordinarily they are governed by the same general principles as the main guard. Special guards follow safety procedures outlined in appendix III.

73. PURPOSE

Special guards protect vehicles, buildings, equipment, and supplies, and other public property not protected by the main guard. They enforce special regulations in regard to parks or other property being guarded.

Section II. PARK GUARDS

74. GENERAL

Motor parks and tank parks ordinarily are guarded by elements of the main guard. When this is impracticable, special park guards are posted.

75. DUTIES

a. Neither the noncommissioned officer nor members of the park guard absent themselves from the vicinity of the park unless so ordered.

b. Park guards are not employed for police and fatigue duties at the park except in an emergency.

76. CONTROL OF PARK GUARDS

Park guards are under the immediate control of their commanders.

77. NONCOMMISSIONED OFFICERS OF THE PARK GUARD

a. The noncommissioned officer receives orders from his company commander. When relieved he turns over all orders to his successor. He instructs his sentinels in their general and special duties, including safety procedures; exercises general supervision over his entire guard; exacts order and cleanliness about the guardroom; and checks the motor vehicles, equipment, and property which he is to protect. Immediately upon going on duty he inspects this entire area for fire hazards and sees that keys are in vehicles so they may be moved in case of fire. Before relieving his predecessor the noncommissioned officer examines all locks, windows, and doors; if any are found insecure, he reports that fact to his company commander when he reports for orders. He personally posts and relieves each sentinel, taking care to verify the property responsibility of the sentinel who comes off post. He sees that the sentinel who goes on post knows the property for which he is responsible.

b. All vehicles returning to the motor park are reported to the noncommissioned officer of the park guard so that he may have knowledge of his added responsibility. He notifies the sentinel on post of any changes in the number of vehicles.

c. Other duties of the noncommissioned officer of the park guard are:

- (1) He promptly reports to the company commander any unusual occurrence and any abuse of vehicles or property.
- (2) He answers the sentinel's calls promptly.
- (3) In case of fire he sees that all fire-fighting measures, as outlined in paragraph 78*d*, are promptly carried out.
- (4) He permits no vehicles or equipment to be taken from the park except by proper authority.
- (5) Whenever it becomes necessary to leave his guard, he designates another member of it to take charge and assume responsibility during his absence.

78. SENTINELS OF PARK GUARDS

a. The sentinel is governed by the regulations for sentinels on main guard duty.

b. The sentinel receives orders from the commanding officer, the park commander (the officer of the day and officers and noncommissioned officers of the guard when the sentinel is part of the main guard), and the noncommissioned officer of the park guard only.

c. In the field, or when so directed by proper authority, the sentinel upon being posted will verify

the number of motor vehicles for which he is responsible, and upon being relieved will give the number to his successor.

d. In case of fire, the sentinel will give the alarm by firing his rifle, carbine, or pistol three times in rapid succession and will call, "Fire, park, Company" As soon as the guard is alarmed he will take the necessary precautions by opening or closing doors to prevent the spreading of fire and to make it possible to remove the vehicles. With the other members of the guard he will remove the vehicles from the park to a place of safety.

Section III. OTHER SPECIAL GUARDS

79. GENERAL

Train guards, boat guards, and other guards are detailed as special guards when it is impracticable to guard the areas or property involved with the main guard.

80. DUTIES

The duties of special guards are prescribed by the commanding officer to fit the specific needs.

CHAPTER 4

PRISONERS AND PRISONER GUARDS

81. RULES GOVERNING PRISONERS

AR 600-330 contains provisions for the administration and control of prisoners. The confinement officer is charged with and is responsible to the commanding officer for all matters relating to the security, treatment, and custody of all prisoners, and the administration and operation of the guardhouse or stockade.

82. CONFINEMENT AND RELEASE OF PRISONERS

a. A prisoner, from the first day of confinement until his sentence is announced, is held in confinement by authority of the commanding officer. After being sentenced, the prisoner is held in confinement by authority of the officer who reviews the proceedings of the court awarding the sentence.

b. All prisoners are released from confinement only by an order of the commanding officer.

83. PRISONER GUARDS

a. A prisoner guard is detailed for the particular duty of guarding prisoners who are taken out of a prison or guardhouse for work or other purposes. Prisoner guards are normally detailed for a specific period of time in the same manner as members of

the main guard. The number of sentinels detailed on prisoner guard is kept to the minimum.

b. A part of the personnel from the main guard may be detailed as prison and prisoner guards to augment the permanent prison or prisoner guard. The confinement officer commands the prison and prisoner guards.

c. The confinement officer is responsible for making certain that all individuals assigned as prison and prisoner guards are properly armed and instructed in the use of their weapons, know their general and special orders, and are instructed in their duties.

d. The provost sergeant is the assistant to the confinement officer.

84. SENTINELS ON PRISON GUARD

a. A prisoner guard actively assigned to guarding prisoners is considered as being on post.

b. In the event of an outbreak, attempted escape, or any disorder, a prisoner guard takes immediate action, using enough force to restore order or prevent escape. The force used in any case is limited to that which is reasonable and necessary to enforce regulations and to control prisoners.

c. If a prisoner attempts to escape, the prison or prisoner guard who sees him calls: **HALT!** If the prisoner fails to halt after the call is repeated once, and if there is no other effective means for preventing his escape, the prison or prisoner guard fires at the prisoner.

d. A prisoner guard placed over prisoners who are to perform hard labor receives specific instructions governing the required work from the confinement

officer or provost sergeant. Prisoner guards are responsible for making sure that the work of the prisoners is performed in a diligent and satisfactory manner.

e. A prisoner guard placed over prisoners strictly enforces the rules for the conduct and control of prisoners.

f. When a prisoner guard returns prisoners to the guardhouse or stockade, he halts his prisoners and calls: "Gate Guard (so many) prisoners." He does not allow his prisoners to cross the post of the main gate guard at the guardhouse or stockade until he is directed to do so.

g. Prisoners are denied the privilege of the military salute.

CHAPTER 5

MISCELLANEOUS

85. CIVILIAN WATCHMEN

Civilian watchmen are used when authorized by competent authority. They receive their orders and perform their duties as the commanding officer may direct.

86. RAISING AND LOWERING THE FLAG

a. Normally a detail consisting of one noncommissioned officer and two privates of the guard, equipped with sidearms or belts only, raises or lowers the flag.

- (1) The noncommissioned officer carrying the flag forms the detail in line, takes his post in the center, and marches it to the flagstaff. The flag is then attached to the halyards and at the proper time raised rapidly to the top of the staff (AR 260-10). The halyards are fastened to the cleat on the staff and the detail marched to the guardhouse.
- (2) When the flag is to be lowered, the halyards are loosened from the staff and made perfectly free. After the flag is lowered it is neatly folded as described in AR 260-10 and the halyards made fast. The detail is then re-formed and marched to the guard-

house where the flag is turned over to the commander of the guard.

b. The flag should always be raised or lowered from the leeward side of the staff, the halyards being held by two persons. The flag is not allowed to touch the ground.

c. For occasions when the flag is raised and lowered, see AR 600-25.

87. SALUTING GUN

The morning and evening salutes, and other prescribed salutes to be fired by the guard, are fired by a suitable detachment of the guard. For instructions on firing salutes and safety precautions to be taken, see AR 600-25 and appendix III.

88. RELIEF OF AN IRRESPONSIBLE SENTINEL

In the event an inspecting officer, or any other person in the military service, discovers an irresponsible sentinel on post, it is his duty to notify the corporal of the relief of the situation and to stay on that post until a qualified sentinel is posted. See Article 113, the Uniform Code of Military Justice.

APPENDIX I

REFERENCES

1. ARMY REGULATIONS

- AR 260-10 Flags, Colors, Standards, Guidons, Streamers, Silver Bands, **T a b a r d s** and Automobile Plates; Description and Use.
- AR 345-25 Records and Reports: Duty Rosters.
- AR 600-25 Salutes and Honors.
- AR 600-320 Apprehension and Restraint.
- AR 600-330 Prisoners—General Provisions.

2. SPECIAL REGULATIONS

- SR 110-1-1 Index of Army Motion Pictures, Kinescope Recordings, and Film Strips.
- SR 310-20-3 Index of Training Publications.
- SR 320-5-1 Dictionary of United States Army Terms.
- SR 320-50-1 Authorized Abbreviations.
- SR 345-90-1 Records and Reports—Guard Report.

3. MANUAL FOR COURTS MARTIAL UNITED STATES 1951

Articles of the Uniform Code of Military Justice, as follows:

ART 11	Reports and Receiving of Prisoners.
ART 96	Releasing Prisoner Without Proper Authority.
ART 97	Unlawful Detention of Another.
ART 101	Improper Use of Countersign.
ART 113	Misbehavior of Sentinel.

4. INDIVIDUAL SOLDIER

FM 22-5 Drill and Ceremonies.

5. MILITARY POLICE

FM 19-5 Military Police.

6. MISCELLANEOUS

FM 21-8 Military Training Aids.

APPENDIX II

DETAILS AND ROSTERS

1. DETAIL OF PERSONNEL

The personnel required for the fixed posts of the main guard are detailed daily.

2. DETAIL OF OFFICERS

An officer of the day and an officer of the guard are detailed with each main guard unless the commanding officer considers the guard so small that an officer of the guard is unnecessary. When necessary to efficiently supervise and control the men on a relief, a junior officer of the guard is detailed to assist the officer of the guard.

3. ROSTERS

a. A roster is a list of individuals or organizations available for a specific duty with a record of the duty each has performed.

b. For an accurate and equal distribution of guard duty, rosters are kept.

c. AR 345-25 explains rosters for the detail of individuals.

d. Whenever possible a single organization should provide the guard to prevent interference or conflict with unit training programs.

e. When a single organization, such as a company, provides the entire guard detail for a day, a guard roster showing only organizations is kept by the sergeant major and no account is taken of a very small difference in the strength of the companies. However, when the difference in strength of the various companies is large, a roster (fig. 14) is kept as follows:

- (1) First, determine the number of privates of the guard that each company would be required to furnish if each were to detail its share of each guard. This number is called the *proportion* for each company. The method for finding this proportion is shown in *g*(1) and (2) below. As shown in figure 14, these numbers are entered in the *proportion* column of each company on the roster.
- (2) Next, enter the *proportion* for each company, except the company furnishing the guard, in the *credit* column of the roster (fig. 14). These credits are entered with a minus sign since these companies are furnishing none of the guard.
- (3) Then subtract the proportion for the company providing the guard from the number of men it actually furnished. This number is entered, with a plus sign, in the credit column of this company.
- (4) The company that has the largest minus number in the credit column is usually selected to furnish the next guard.
- (5) The order in which companies are shown

Guard furnished			A Company			B Company			C Company			D Company		
Date	Company	Number of Privates	Strength	Proportion	Credit	Strength	Proportion	Credit	Strength	Proportion	Credit	Strength	Proportion	Credit
Jan. 1	A	13	50	4.17	+8.83	40	3.33	-3.33	35	2.92	-2.92	31	2.58	-2.58
Jan. 2	A	13	50	4.17	+17.66	40	3.33	-6.66	35	2.92	-5.84	31	2.58	-5.16
Jan. 3	B	15	50	5.00	+12.66	40	4.00	+4.34	30	3.00	-8.84	30	3.00	-8.16
Jan. 4	B	15	50	5.00	+7.66	40	4.00	+15.34	30	3.00	-11.84	30	3.00	-11.16
Jan. 5	C	15	50	5.00	+2.66	40	4.00	+11.34	30	3.00	+1.16	30	3.00	-14.16
Jan. 6	D	15	50	5.00	-2.34	40	4.00	+7.34	30	3.00	-2.84	30	3.00	-2.16
Jan. 7	A	15	50	5.00	+7.66	40	4.00	+3.34	30	3.00	-5.84	30	3.00	-5.16
Jan. 8	C	15	50	5.00	+2.66	40	4.00	-5.66	30	3.00	+6.16	30	3.00	-8.16
Jan. 9	D	15	50	5.00	-2.34	40	4.00	-4.66	30	3.00	+3.16	30	3.00	+3.84
Jan. 10	B	15	50	5.00	-7.34	40	4.00	+6.34	30	3.00	+1.16	30	3.00	+8.4
Jan. 11	A	15	50	5.00	+2.66	40	4.00	+2.34	30	3.00	-2.84	30	3.00	-2.16
Jan. 12	A	15	50	5.00	+12.66	40	4.00	-1.66	30	3.00	-5.84	30	3.00	-5.16
Jan. 13	C	15	50	5.00	+7.66	40	4.00	-5.66	30	3.00	+6.16	30	3.00	-8.16
Jan. 14	D	15	50	5.00	+2.66	40	4.00	-9.66	30	3.00	+3.16	30	3.00	+3.84
Jan. 15	B	15	50	5.00	-2.34	40	4.00	+1.34	30	3.00	+1.16	30	3.00	+8.4

Figure 14. Roster for privates of the guard when single organization furnishes the guard.

providing guard details in figure 14 has no special significance. Many reasons enter into the choice of which company is to provide the next guard.

- (6) Rosters for sergeants, corporals, and buglers of the guard provided by a single organization are determined in a like manner.

f. When several organizations provide personnel for each guard, rosters are kept as follows:

- (1) The adjutant keeps a roster of all officers of the day and officers of the guard by name.
- (2) The sergeant major keeps a roster of all sergeants, corporals, privates, and buglers of the guard by number or organization.
- (3) The first sergeants keep a roster of all sergeants, corporals, privates, and buglers of the guard by name.

g. The methods of determining the number of privates of the guard that are due from several companies is shown in figure 15. This figure shows the method used on the first and second days after setting up a guard system. The method used for the second day is used on each succeeding day until the number of organizations furnishing details changes. A discussion of the methods used follows:

- (1) Take the number of privates for duty in each company from its morning report for the day before that on which the tour of duty is to begin. Deduct details for detached service of over 24 hours that are made after the morning report is received. The total is the number of privates available.

Enter this figure in the *strength* column for each company (fig. 15).

- (2) Then multiply the total guard detail needed by the strength of the company and divide the result by the total strength of the command. This gives the proportion for that company. Carry this proportion out to two decimal places. This is done for each company. Enter this figure in the *proportion* column for each company (fig. 15).
- (3) The *whole* numbers in the *proportion* column are then added together and if the total is less than the total guard detail needed, add one to the whole number in the proportion that has the largest fraction, and so on for each company until the required total for the guard detail is obtained. Enter these whole numbers in the *detail* for each company (fig. 15).
- (4) There will be a difference between the exact proportion (proportion column) and the number detailed (detail column) from each company. This difference is entered in the *credit* column.
- (5) The credits are brought forward to the next day and added to or subtracted from the first proportion. If the credit brought forward has a plus sign, subtract it from the first proportion. This is done because the proportion of the guard for the next day is to be reduced by the credited amount. If the credit has a minus sign, add it to the first proportion; the proportion is to be increased

by this amount. This gives a final proportion which is used in figuring the detail and credit columns of succeeding days.

- (6) A typical roster for privates of the guard, using this information, is shown in figure 16.
- (7) The above methods are used to determine the number of sergeants, corporals, and

First day

Company	Strength	Privates of guard required (including 3 for park guard)	Total strength	Proportion	Detail	Credit
A—25	x	14	+130	2.69	3	+ .31
B—35	x	14	+130	3.77	4	+ .23
C—36	x	14	+130	3.88	4	+ .12
D—34	x	14	+130	3.66	3	— .66
	<u>130</u>			<u>11</u>	<u>14</u>	

Second day

Company	Strength	Privates of guard required (including 3 for park guard)	Total strength	First proportion	Credits brought forward	Final proportion	Detail	Credit
A—30	x	14	+130	3.23	+ .31	2.92	3	+ .08
B—30	x	14	+130	3.23	+ .23	3.00	3	.00
C—34	x	14	+130	3.66	+ .12	3.54	4	+ .46
D—36	x	14	+130	3.88	— .66	4.54	4	— .54
	<u>130</u>					<u>12</u>	<u>14</u>	

Figure 15. Method of determining daily proportional number of privates of the guard from several organizations.

buglers of the guard, and a similar roster is prepared for each.

h. When organizations provide their own park guards, credit is given each organization for the

Date:		1 Jan.	2 Jan.	3 Jan.
Guard required:		14	14	14
A Company:				
Strength		25	30	30
First proportion		2.69	3.23	3.23
Final proportion			2.92	3.15
Detail		3	3	3
Credit		+.31	+.08	—15
B Company:				
Strength		35	30	30
First proportion		3.77	3.23	3.23
Final proportion			3.00	3.23
Detail		4	3	3
Credit		+.23	.00	—23
C Company:				
Strength		36	34	34
First proportion		3.88	3.66	3.66
Final proportion			3.54	3.20
Detail		4	4	3
Credit		+.12	+.46	—20
D Company:				
Strength		34	36	36
First proportion		3.66	3.88	3.88
Final proportion			4.54	4.42
Detail		3	4	5
Credit		—66	—54	+.58

Figure 16. Roster for privates of the guard when several organizations provide the guard.

number of enlisted men detailed as though they had been detailed for main guard.

i. Other special guards are credited as the commanding officer directs.

APPENDIX III

SAFETY REGULATIONS

Section I. SAFETY PROCEDURES

1. GENERAL

All personnel, prior to going on guard, should be qualified in the weapons they are to carry including the safety regulations for the weapons. Weapons are not carried with cartridges either in the chamber or receiver except when this is directly ordered. When loaded they are carried locked.

2. RETREAT GUNS

Safety regulations for firing retreat guns are published by commanding officers, based on the type of gun used at that particular installation. These regulations are to be understood and complied with by all personnel detailed to fire the retreat gun.

Section II. SAFETY RESPONSIBILITY

3. POST COMMANDER

Commanding officers are responsible that any new regulations about safety while on guard are immediately made available to the guard.

4. COMPANY COMMANDER

Company commanders are responsible for the

weapons qualification, including safety regulations, of all personnel in their companies. Any man assigned to guard duty who is not qualified in the weapon he is to carry, must be replaced at once. He should not be assigned to guard duty until he becomes qualified in the weapon used on guard, or he can be equipped with a weapon with which he is already qualified.

5. OFFICER OF THE DAY

The officer of the day is responsible that all violations of safety regulations coming to his attention are reported to the offender's company commander. If the violation is of a serious nature he reports the violation to the commanding officer, who takes appropriate action.

6. COMMANDER OF THE GUARD

The commander of the guard is responsible for the observance of safety regulations by the members of his guard. In the event of a violation, he reports the details to the officer of the day for appropriate action.

7. SERGEANT OF THE GUARD

The sergeant of the guard is responsible for the conduct of the guard and reports all violations of safety regulations to the commander of the guard for appropriate action. Whenever possible, he will be present at all guard formations which involve the loading and unloading of weapons, making sure that all safety regulations are observed.

8. CORPORAL OF THE GUARD

The corporal of the guard is responsible that safety precautions are observed in his relief. He reports any man in his relief who violates safety regulations, and if the violation is serious, requests the sergeant of the guard to replace the offender.

9. PRIVATES OF THE GUARD

Sentinels on guard observe all safety regulations. If the sentinel has any doubt about any of these regulations, he requests instructions from the corporal of his relief prior to being posted.

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